



Donald Derosia, Chairman
Donald Goulette
Daniel Taney
George Tarnowski

City of Chicopee, Massachusetts

License Commission

City Hall - 274 Front Street - Chicopee, MA 01013
Tel: (413) 594-1530 Fax: (413) 594-1531

APPLICATION FOR A SPECIAL ONE DAY PERMIT

FEES: \$60.00 WINE & MALT PER DAY

\$120.00 ALL ALCOHOL PER DAY

To the Board of License Commissioners for the City of Chicopee:

The undersigned respectfully petitions your honorable body for a license to be excised on the premises described as follows and subject to the provisions of Section 14 of Chapter 138 of the Massachusetts General Laws;

Corporation or Individual Name: _____

Manager's Name: _____

All Alcohol: _____ Wine & Malt: _____

Function: _____

Function Location/Address: _____

Temporary structures: Yes: _____ No: _____

Entertainment: Yes: _____ No: _____

(If yes, a Special Event Permit may be required):

Date of Function: _____

Time of Function: _____

Signature: _____

Date: _____

Contact Number: _____

Regulations for Special One-Day Liquor Licenses

All applications must be received 45 days prior to the event

The License Commission meetings are scheduled for the third Thursday of every month. Meetings are subject to change. Please call the office to verify date of meeting.

Please plan your functions with this schedule in mind as applications that are not on the agenda will not be accepted.

All applications must have the enclosed forms signed by the corresponding departments before submission of the application.

Licenses are issued by local licensing authorities and shall not be issued to any person (s), association, partnership or corporation already issued or in the process of being issued a license to sell alcoholic beverages as approved by the Commission. A special license cannot cover any portion of a currently licensed premise.

Liquor to be served at the event must be dispensed by someone who TIPs certified and a copy of the TIPs certification submitted with application. See attached sheet.

Special One Day Wine & Malt Licenses available to anyone applying.

Special One Day All Alcohol Licenses available only to Non-Profit Organizations.

No special licensee may sell any alcoholic beverage other than those purchased from a licensee under M.G.L. c. 138, ss. 18, 19, 19B, or 19C or from a holder of a special permit to sell issued under M.G.L. c. 138, s. 22A.

No storage or delivery of alcoholic beverages before the date & time of Special Permit becomes effective.

All alcoholic beverages must be properly disposed of after event. Beverages cannot be retained by licensed premise.

Function must be held on property contingent to licensed premise. If property not owned by licensee, the applicant must have legal permission to use said property. A copy of said permission is required before application will be processed.

The License Commission shall establish requirements for Police coverage of the licensed event on a case by case basis.

Any temporary structures such as tents or fabric membranes must have prior approval from the Building and Fire departments. Written approvals must be submitted at the time of application submission.

Failure to abide by these rules or by any provision on the laws or regulations pertaining to alcoholic beverages shall be grounds to deny, suspend or revoke any special license issued under M.G.L. c. 138, s14

These rules may be waived by the License Commission at their discretion for good cause.

These rules supersede any prior rules issued by the License Commission and shall remain in effect until canceled or modified.

All events should be held in an area that is contained and will be monitored at all times.

Building Department Check List

Plot Plan: _____

Type of Tent: Roof _____ Sides _____

Tent size: _____

Tent occupancy number: _____

Certificate of Flame Resistance: _____

Number of exits with signs: _____

Emergency lights: _____

Electrical Permit: _____

Type of Entertainment

Loose tables: _____

Loose chairs: _____

Stage: _____

Dance area: _____

Other: _____

Any other additional information that that may be required by the Building Commissioner

Zoning Requirements

Number of parking places taken by event: _____

Location of parking area within 400 feet to replace displaced parking for event:

The owner(s), the manager(s), lessee, occupant, or any responsible person acting for the owner(s) or manager(s) shall comply with the above listed Building Department requirements and all applicable sections of the Massachusetts General laws, the Massachusetts State Building Code and all nationally recognized Building Codes.

Signature: _____
Building Commissioner/or Designee

Date: _____

Fire Department Check List

Events utilizing tents or other membrane structures

Copy of permit from Building Commissioner: _____

Permitted occupant load in structure as determined by the Building Commissioner: _____

Copy of tent certification: _____

Copy of electrical permit: _____

Estimated number of attendee's (tickets printed and tickets sold): _____

Plot plan of property clearly indicating access gates for emergency vehicles, Fire Lane, proposed emergency egress location(s) for patrons from the structure and the property, on site event parking, proposed tent location: _____

Location and type of fire extinguishers: _____

Proposed seating arrangements: _____

Emergency power requirements? _____

Heaters? Propane permit required: _____

Date structure will be removed from the site: _____

All Outdoor Events

All Fire Department submittals shall be forwarded to the Fire Department not less than seven (7) days prior to the planned event

Plot Plan of property clearly indicating access gates for emergency vehicles, fire lane, proposed emergency egress location(s) for patrons, on site event parking: _____

Electrical power? Copy of electrical permit: _____

Estimated number of attendees (tickets printed and tickets sold): _____

Cooking? Propane permit required: _____

Location and type of fire extinguishers: _____

All One Day and Special Events

All One Day and Special Events shall require a fire detail as determined by the Fire Chief and shall be paid for by the property owner, building owner, event organizer, or licensee. The number of fire personnel assigned to the detail shall be determined by the Fire Chief.

Fire Detail Requirements: _____

The owner(s), the manager(s), lessee, occupant, or any responsible person acting for the owner(s) or manager(s) shall comply with the above listed Fire Department requirements and all applicable sections of the Massachusetts General Laws, the Massachusetts Board of Fire Prevention Regulations, Massachusetts State Building Code and all nationally recognized Fire Codes.

Signature: _____

Date: _____

Fire Chief/or Designee

Police Department Check List

Type of Entertainment

Live Entertainment: _____

DJ: _____

Projected number of tickets sales: _____

Police Detail Requirements: _____

The owner(s), the manager(s), lessee, occupant, or any responsible person acting for the owner(s) or manager(s) shall comply with the above listed Police Department requirements and all applicable sections of the Massachusetts General laws .

Signature: _____

Police Chief/or Designee

Date: _____

TIPs INFORMATION

Please attach a copy of the TIPs certificate to this application

NAME: _____

POSITION: _____

DOB: _____

TYPE OF TRAINING: _____

TRAINING DATE: _____

NAME: _____

POSITION: _____

DOB: _____

TYPE OF TRAINING: _____

TRAINING DATE: _____

NAME: _____

POSITION: _____

DOB: _____

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